

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
VARIOUS PROGRAMS

JOB CLASSIFICATION: CUSTODIAN I
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Performs janitorial duties in keeping an assigned area clean and orderly; may instruct, lead or supervise patients; and to do other related work.

50 % **Cleaning; must have sufficient physical agility to perform assigned duties** such as; dusting, polishing cabinets and furniture/woodwork; cleaning ceilings, walls, window shades, light fixtures, interior glass partitions, venetian blinds, sweeps, scrubs, mops, waxes floors, vacuums rugs/carpets. Empties/cleans waste receptacles, cleans stairwells, escalators, elevators, hallways, restrooms, offices, lobbies, refills lavatory dispensers and follow the MSDS.

25 % **Instructs and Supervise Patients on operation of housekeeping cleaning methods and techniques and work safely within the hospital's standard safety guidelines in housekeeping vocational skills. Practices and supervises the patient workers in following infection control procedures. Must be able to communicate with patients and staff.** Employee keeps patient's work time and completes vocational monthly evaluations.

25 % **Housekeeping Equipment. Must be able to steer and control the equipment and be able to lift 45 lbs. and push and pull 25 lbs.** May operate a freight or passenger elevator, operates scrubbers, buffers, and other equipment and machinery.

2. SUPERVISION RECEIVED

Unit Supervisor

3. SUPERVISION EXERCISED

Patient Workers

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Custodian I – Various Program
No change to EF – 5/8/14 mh

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Methods, materials, chemicals, disinfectants and equipment used in janitorial work; and safety practices in janitorial work.

ABILITY TO:

Use and care for janitorial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR (at facility's option)

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent X Adult X Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Applies and demonstrates knowledge of correct TSI methods in the prevention and management of assaultive behavior (PMAB).

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Demonstrates professional boundaries with the patients.

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Uses chemicals according to established guidelines

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Applies and demonstrates knowledge of equipment operation and cleaning.

6. LICENSE OR CERTIFICATION

N/A

7. TRAINING - Training Category = 04

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date